

# EXECUTIVE SECRETARIAT

## ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers	✓			
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19					
20					
21					
22					
SUSPENSE		Date			

Remarks

STAT

Executive Secretary

4/9/84

Date

3637 (10-81)

*100 R. [unclear] [unclear] of ER 84-1261*

## THE WHITE HOUSE

WASHINGTON

April 2, 1984

Executive Registry

84- 1261/1

MEMORANDUM FOR: EXECUTIVE SECRETARIAT  
CORRESPONDENCE UNITS

FROM: SALLY KELLEY *SK*  
DIRECTOR OF AGENCY LIAISON  
PRESIDENTIAL CORRESPONDENCE

SUBJECT: Handling of Presidential Correspondence

I want to thank all staff members of the Secretariats for the fine help and cooperation extended to us at the White House regarding Presidential mail. Americans who write to President Reagan deserve a timely, courteous and informative response. For the most part, this is the standard that is set and met by all Federal agencies. However, there are some steps that could improve and streamline the handling of the President's mail, and I would like to review them with you.

While most agencies are prompt in meeting the 9-workday turnaround called for by the White House Office referral sheet, the computer overdue reports indicate that some agencies need improvement. If a delay is required for a specific reason, such as the need to forward a letter to a regional office for reply, then it is imperative that you contact this office for an extension.

The return package required from each agency should contain the following: (1) a copy of the direct reply or the draft prepared for White House signature; (2) the original incoming letter with attachments; (3) the White House Correspondence Tracking Worksheet. Unacceptable delays are caused when any of these items are missing.

In addition, the above material should be firmly attached when forwarded to the White House. Loose pieces can become separated and lost, causing needless delays. Lastly, we would appreciate the correspondence being returned flat, for easier processing and filing. Our address and telephone number is:

Agency Liaison  
Presidential Correspondence  
The White House Office  
Room 91  
Old Executive Office Building  
Washington, D.C. 20500  
(202) 456-7486

If you have any problem with a piece of correspondence, please contact me or one of my staff members and we will be happy to help you.



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